



*Corps de la Paix Américain
Almadies Lot N/1 TF23231
B.P. 2534
Dakar R.P. (Sénégal)*

JOB DESCRIPTION: Roving Office Assistant

BASIC FUNCTION OF POSITION:

The position is located in the Peace Corps in Dakar, Senegal. The incumbent will work under the supervision of the Program Directors (APCD for AG /Food Security, AGFO, EE and HE, SED, ADMIN) and / or the Director of Peace Corps, and under the Peace Corps medical Contractors depending on his/her assignment.. The purpose of the position is to provide permanent support to various departments of the Peace Corps when needed and be able to replace staff during their absence or during periods of high work load. The incumbent will have the following duties and responsibilities

MAJOR DUTIES AND RESPONSIBILITIES:

The duties and responsibilities are essentially Administrative and secretarial support to existing positions in the bureau at the Admin, Program and Medical Office.

- Back up the Peace Corps Admin Assistant, Financial Assistant, Medical Assistant, Program Secretary, Executive Assistant, GSA receptionist, GSA and Motorpool Coordinator;
- Act as HR Clerk under the coordination of the HR Specialist when possible;
- Act as conference Assistant when needed to plan and organize conferences, training sessions and other official Peace Corps activities;
- Be able to maintain the filing systems accurate and up-to-date;
- Assist the different Offices according to the Peace Corps standard of procedures;
- Screen and direct the phone calls where needed;
- Correspond with vendors to solicit price quotes for supplies;
- Process with the office supplies orders and oversee the office supplies stock (physical stock and log);
- Prepare Purchase Orders, Prep disbursement, and other financial task as directed by the AO, the Senior Financial Assist and the Financial Assistant;
- Send DHL courier mail and verify their bills;
- Assist with Travel (airline and hotel reservations, TAs and POs, and travel agency bills verification and visa request);
- Assist with any other duties as assigned.

DESIRED QUALIFICATIONS:

Education: Associate's degree (Bac+2) or equivalent experience;

Prior Work Experience: Two years prior related work experience desirable.

Post Entry Training: On the job training provided by the APCD Admin. Language courses outside of PC.

Language Proficiency: Must be near fluent in both French and English equivalent to level 3, must possess drafting skills in both languages.

Knowledge: Prior experience with filing systems, inventory management systems, and Dakar vendors desirable.

Abilities and Skills:

- Must be able to type 30 wpm and proficient in software programs including Microsoft Word, Excel, Outlook and calendar programs;
- Proven ability to work independently with limited supervision and make sound decisions, to communicate to broad range of people across various cultures;
- Extremely organized and detail-oriented in creating efficient processes;
- Must be well organized and accurate.
- Must be neat in appearance and must have a service attitude.

POSITION ELEMENTS:

Supervision Received: Supervisors could be the APCDs, the CD, and/or PCMCs. Performance is evaluated on attainment of objectives and ability to work with others at all levels.

Available Guidelines: Peace Corps Manual and Overseas Financial Management Handbook.

Exercise of Judgment: Discretion when dealing with vendors to ensure that Peace Corps interests are always foremost.

Supervision Exercised: None.

Time Required to Perform Full Range of Duties: Six months.

Please contact recruit@sn.peacecorps.gov with Roving Assistant Position in the subject line in order to request position description and application requirements. All applications packets are required in English no later than 17:00 by Friday February 4, 2011.

Only those candidates short-listed for an interview will be contacted.
NO TELEPHONE CALLS PLEASE.

The United States Peace Corps is an Equal Opportunity Employer.